

SIS 2000+ Training Manual

Academic History

Calculate GPA

Purpose

This program creates and maintains GPA records. It can create a set of records (deleting any existing ones for the same time period), create a set and do class ranking, or just do class ranking for an existing set of records.

The information used to create the GPA records comes from Student History records. All resulting calculations are displayed in individual student records in the Student History program.

Pre-Requisite

The calculations involved in generating student's GPA's, and the Marks that constitute 'successful' completion of a course must be set-up.

Accessing Calculate GPA

From Main Menu, click the **Academic History** button. To activate Calculate GPA, click the **Calculate GPA** button.

**See Academic History
Calculate GPA**

Calculate GPA Pre-Requisite

Go into Mark Reporting and enter the Mark Values Application.

GPA Calculations and Marks for Successful Completion of a Course

The following set of fields deals with the calculations that will be involved in generating student's GPA's, and what marks constitute 'successful' completion of a course:

GPA Level - level indicator for calculating GPA for weighted marks. Up to ten GPA Levels can be defined for a school. Level '0' is generally used as the default GPA that the majority of your courses will use. (These levels are defined in the Mark Reporting Set-Up Process, through the Mark Values application). An 'Honors' or "Advanced Placement" course, for example, may use a different GPA scale, so the GPA Level field would be used to indicate which scale is used. This is linked directly to the next field, '**Mark Set**'.

Mark Set - select which Mark Set your GPA Level will be pulled from for GPA calculations. You may have several Mark Sets defined, each with its own group of GPA Levels; so you must designate which Mark Set the GPA Level you just entered is coming from. (Available selections have been defined in the Mark Reporting Set-Up Process.)

Also, within each Mark Set, you should have also defined Mark Values ('A', 'B', 'C', 'D', and 'F', for example). During that set-up you should have also designated which of those marks are counted in GPA calculations and which are counted towards Graduation Requirements. Marks with a check under 'Grad Cr' are counted as successful completion marks when posting records to a student's transcript, which means that the student is awarded credit for that course on their transcript record. In turn, those credits on the transcript record are counted as successful completion credits towards meeting Graduation Requirements.

Mark	Rcd Mrk	Trn Mrk	Num Mrk	GPA Cr	Grad Cr	GPA Val 0	GPA Val 1	GPA Val 2
A	A	A	90.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	4.00	5.00	0.00
B	B	B	80.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	3.00	4.00	0.00
C	C	C	70.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2.00	3.00	0.00
D	D	D	60.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1.00	2.00	0.00
F	F	F	0.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0.00	0.00	0.00

Mark Values screen (from Mark Reporting menu, then Mark Values) with the Mark Set of 'Letter Marks (no +/-)' displayed.

In the above example, you can see the two GPA scales used in this school. '**GPA Val 0**' is the default, four-point scale. '**GPA Val 1**' is the five-point scale this school uses for Advanced Placement courses. Also, under '**GPA Cr**' and '**Grad Cr**' you can see that all marks are included in the GPA calculations, but that the mark of 'F' does not count as successful completion of the course, and is not awarded Graduation Credits when it is posted to a student's Academic History record (transcript).

- More information on the Mark Reporting Set-Up process can be found in the Mark Reporting Set-Up documentation.

CALCULATE GPA

Tasks

Set Options

North Lincoln High - Calculate GPA

File Help Date: 07/15/1998

GPA and Rank Calculator

GPA Type: Academic Unweighted

Select Students

☒ All ☐ Currently Active ☐ Select from All ☐ Select from Current

Find Student List Student

Include Records For:

Beginning School Year: 1998 Beginning Term: First Term

☒ All Grades: Grade To

Create GPA Records:

Write records on change of: ☒ Term ☐ Grade ☒ Reset Cumulatives

Term to write in records:

Calculate GPA Calculate GPA and Rank Calculate Rank Quit

Calculate GPA Screen

GPA Type -

The GPA Type field must be set. There is an independent set of records for each GPA type. Performing calculations has no effect on any records that may exist for other GPA types. When calculating GPA, only Student History (transcript) records will be used

Select Students -

Use the '**Select Students**' section to select the student(s) whose records will be modified. '**All**' and '**Currently Active**' select either all students in this school or all students who are currently active. In order to calculate class ranking, one of these must be selected. The third and fourth '**Select**' options allow the selection of a single student from the set of either all students or currently active students. When either one of these options is selected the **Find Student** and **List Student** command buttons will be activated, allowing a search for the target student record.

Include Records for -

Use the 'Include Records for' section to specify which set of transcript records (when creating GPA records) or GPA records (when calculating class rank) are to be used. The '**Beginning School Year**' and an optional term in that year, '**Beginning Term**', may be specified. Either '**All Grades**' or a range of grades may also be specified.

'Create GPA Records'-

Specifies options when creating GPA records.

'Write records on change of'-

Allows you to specify if records are to be written for each term or for an entire year.

Term-

When records are written for each term, the records contain the term for which they apply.

Grade-

When records are written for a year, you must specify which term to put in the records. Click the **Grade** field button to enable the **'Term to write in records'** field. Normally this would be a term that implies an entire year, such as 'Semester 1 and 2'.

North Lincoln High - Calculate GPA
File Help Date: 07/17/1998

GPA and Rank Calculator

GPA Type: Academic Weighted

Select Students

☒ All ☐ Currently Active ☐ Select from All ☐ Select from Current

End Student List Student

Include Records For:

Beginning School Year: 1998 Beginning Term: First Term

☐ All Grades Grade: Ninth To: Twelfth

Create GPA Records:

Write records on change of: ☐ Term ☒ Grade

☒ Reset Cumulatives

Term to write in records: Both Semesters

Calculate GPA Calculate GPA and Rank Calculate Rank Quit

Calculate GPA Screen

'Reset Cumulatives'-

Specifies whether or not the cumulative values in the GPA records are to be reset (begin with zero) or are to continue with the previous records.

Calculate -

To begin processing, one of the command buttons at the bottom must be pressed: **Calculate GPA**, **Calculate GPA and Rank**, or **Calculate Rank**. Once processing begins, a progress bar is displayed showing the current student when calculating GPAs, the school year, term and grade when ranking.

North Lincoln High - Calculate GPA

File Help Date: 07/17/1998

GPA and Rank Calculator

GPA Type: Academic Weighted

Select Students

☒ All ☐ Currently Active ☐ Select from All ☐ Select from Current

Find Student List Student

Include Records For:

Beginning School Year: [dropdown]

☐ All Grades

Calc GPA for Davis, Evelyn 21% done.

Press <ESC> to cancel processing

Create GPA Records:

☒ Reset Cumulatives

Write records on change of: ☐ Term ☒ Grade

Term to write in records: Both Semesters

Calculate GPA Calculate GPA and Rank Calculate Rank Quit

Calculate GPA Screen showing the Processing Bar

All resulting calculations are displayed in individual student records in **the Student Academic History** program. When GPA records are created, any existing records for the same school and school year, term, student and GPA type are replaced by the new records.

Click on the **Quit** command button to exit the GPA Calc program.